

**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau, Denver Regional Census Center
<http://www.census.gov/roden/www/2010employ.html>
Recruiting Bulletin**

ISSUE DATE November 5, 2008
CLOSING DATE: November 19, 2008

Recruiting Bulletin No: 3199-08-85 (E)

SECRETARY
GG-0318-07

SALARY
GG-07: \$39,376

NUMBER OF VACANCIES: One

DUTY STATION: Lakewood, Colorado

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 09/25/2010. This appointment may be extended beyond 9/25/2010 if agency needs arise.

AREA OF CONSIDERATION: All qualified U.S. citizens

Payment of relocation expenses IS NOT authorized.

Note: This position will be filled at the GG-7 level under this recruiting bulletin or as a GG-5/6 under Recruitment Bulletin 3199-08-87(E) or 88(I). If selection is made at the GG-5/6 level, the incumbent will compete for the GG-7 level when requirements are met.

DUTIES: The incumbent of this position serves as a secretary to the Regional Director in the Regional Census Center (RCC). The secretary is responsible for receiving telephone calls and visitors, and referring callers to appropriate offices. The secretary may maintain an appointment calendar, advising individuals when appointments must be rescheduled, and arranging mutually convenient times. The incumbent also makes arrangements for meetings, travel arrangements for supervisor and staff, and prepares related travel vouchers and reports. The secretary makes travel and rental car arrangements. The secretary receives and controls mail, routing items to appropriate offices. The secretary may assemble background information for supervisors, and notify supervisors of any pending delays related to the RCC. The incumbent reviews outgoing correspondence for conformance with instructions, grammar, and typographical accuracy. The incumbent sets up and maintains a filing system. The secretary may also provide advice to secretaries in subordinate units concerning matters such as time and attendance, travel, reports, and correspondence procedures, and may serve as a timekeeper.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following.**

- Factor 1.** Experience composing and editing official office correspondence.
- Factor 2.** Experience extracting and compiling information to be used in corresponding with internal and external customers.

Factor 3. Ability to use computer software relevant to the secretarial field, such as electronic calendaring (e.g., Lotus Notes Calendaring), word processing packages (e.g., WordPerfect or Microsoft Word), spreadsheet packages (e.g., Lotus 1-2-3 or Microsoft Excel), travel programs, and Microsoft Windows.

QUALIFICATIONS:

1. Applicants must be age 18 to be hired for the 2010 Census.
2. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must:
 - have the specialized experience indicated below
 - submit a separate, individual statement addressing each of the Quality Ranking Factors in the Evaluation criteria above
 - submit a written statement addressing the selective factor below

Selective Factor: To be minimally qualified for this position, applicants MUST have a typing proficiency of at least 40 words per minute with 3 or fewer errors based on a five-minute sample. The applicant must provide a written statement addressing their ability in their application.

Qualification Requirements:

One year of work experience, equivalent to the GG-318-6 level, performing a full range of secretarial duties which includes reviewing incoming correspondence and reports and routing to the appropriate staff member or supervisor for action; reviewing outgoing correspondence and reports for content, grammatical accuracy and conformance to established standards; responding to fluctuating workloads and advising individuals on clerical and administrative procedures; screening and referring telephone calls and visitors to staff members or supervisor; scheduling appointments and making commitments for supervisor; making travel and conference arrangements; handling requests for information and resolving problems; and meeting and dealing with all levels of government, private sector and/or the public. You must have a working knowledge of automation equipment with multiple software capabilities in order to create, manipulate, compute, report, retrieve, print and transmit data.

EDUCATION: Education cannot be substituted for experience at this grade level.

HOW TO APPLY:

STEP 1. Each applicant must submit a separate completed Optional Application for Federal Employment (OF-612), OR a resume. List your work duties and accomplishments relating to the job for which you are applying.

Within the application or resume, **you must provide the following information** in order to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code). An e-mail address is optional.

- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.
- Individuals with a disability may request reasonable accommodations by calling (720) 533-4100.

STEP 2. SUBMIT EVALUATION CRITERIA and Selective Factor: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing the EVALUATION CRITERIA listed on Page 1 of this Recruiting Bulletin and the Selective Factor .**

STEP 3. Each applicant must submit a completed OF-306. It can be found on our website:
<http://www.census.gov/roden/www/2010employ.html>

STEP 4. SUBMIT YOUR APPLICATION PACKET (consisting of OF-612 or resume; evaluation criteria; Selective Factor, DD-214 if claiming veteran's preference, and OF-306) to the following address:

**U.S. Census Bureau
 Denver Regional Census Center
 6950 W. Jefferson Ave., Suite 250
 Lakewood, CO 80235-2032
 ATTN: Human Resource Specialist**

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

-This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.

- Candidates selected for the position must sign an agreement outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be terminated after you begin work; or you may be fined and jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
 - You must pass a background investigation which will require taking your fingerprints

For further information on this vacancy, contact Dulcy Hernandez, HR Specialist, (720) 533-4120.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.